

CIVIL SERVICE COMMISSION
CITY OF WEST ALLIS
WEST ALLIS, WISCONSIN 53214

Announcing an OPEN and PROMOTIONAL examination for the position of:

TRUCK DRIVER

Department of Public Works/Engineering
Sanitation and Streets Division
MONDAY - FRIDAY, 7 AM TO 3:30 PM

DUTIES: A Truck Driver operates various types of large, heavy GVW trucks and motorized vehicles, performs heavy manual labor, and actively participates in the collection of refuse and recyclables if so assigned. Typical duties include: manual lifting and loading of refuse and recyclables into collection vehicles; operates large trucks and other motorized vehicles with varied capacities applying knowledge of driving regulations and city streets; operates special purpose equipment; collects, hauls, and delivers a variety of materials, equipment, supplies, and waste products, such as combustible and non-combustible refuse, snow, ground, leaves, brush, sand, gravel, stone, and salt; loads and unloads trucks by hand or by use of mechanical devices such as hoists, pumps, lifts, loaders, and winches; performs emergency work of all types including snow plowing and removal, salt and sanding operations; assists with work on job sites, i.e. street repairs, construction, Vac-All operation; asphalt patchwork, tarring patchwork, spreading gravel, etc.; transports personnel to various destinations within the City; keeps simple records and makes reports; maintains prompt, predictable, and regular physical attendance; provides truthful and accurate written and verbal communications; maintains the ability to competently and credibly testify in court; maintains ability to lawfully operate designated motor vehicles at all times that duties are performed; maintains ability to travel throughout and enter all different properties in the jurisdiction.

As needed, an employee in this classification may be required to perform a variety of tasks outside of the duties of a City Truck Driver for which he/she is otherwise qualified; other duties may include, but are not limited to, general labor work; assisting residents with proper disposal, composting, or recycling of materials brought to the Municipal Yard site; general maintenance and repair of City-owned buildings and surrounding grounds, etc.; and performs other duties as assigned.

A City Truck Driver must be available to work nights, weekends, overtime, and at odd hours when emergency conditions require such duty, including serving on occasional watch duty when assigned.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of the hazards and necessary safety precautions in performing manual labor; ability to walk long distances and perform heavy manual labor of a continuous repetitive nature for extended periods of time and to work outdoors during and in changing and unpleasant weather conditions; ability to work without close supervision. Good knowledge of the laws and regulations governing the operation of trucks; ability to operate various types of trucks and automotive equipment of varied capacities safely under all types of weather conditions; ability to service vehicles and to make minor emergency road repairs and adjustments; ability to establish and maintain effective working relationships with supervisors, employees and the public; ability to understand and follow verbal and written instructions; ability to keep simple records and prepare reports.

MINIMUM REQUIREMENTS:

- High school graduate/equivalent and one year of recent paid work experience in the operation of trucks greater than 26,000 GVW.
- Possession and maintenance of a valid Wisconsin Commercial Driver's License (Class B, C, D with air brakes); Class A license is desirable.
- Possession of Tanker (N) endorsement within 6 months of appointment.
- Possess a good driving record per City policy.
- Recent paid work experience in performing manual labor.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, and textures associated with job-related objects, materials, and tasks.
- Possess the physical capacity to perform the duties of the position including, but not limited to, the ability to continuously stand, walk, bend, kneel, sit, climb, twist, stoop, crawl, squat, lift, reach, push, pull, enter and exit City truck, etc.

- Possess the physical capacity to perform heavy manual labor for extended periods of time (physical requirements are dependent upon work assigned) including, but not limited to, the duties generalized below.

ACTIVITY FREQUENCIES

Continuous	67 – 100% of workday
Frequent	34 – 66% of workday
Occasionally	1 - 33% of workday

Asphalt Truck: continuous (8 hrs/day) lifting/shoveling up to 50 lbs.; continuous walking

Brush Collection/Yard Work: continuous lifting up to 20 lbs.; continuous walking

Dump Truck Driver: occasional to frequent lifting up to 20 lbs. in the spreading of gravel and in removing small concrete pieces and excess ground

Hook Truck: occasional pushing (greater than 100 lbs.) with aides when opening/closing the rear gate on the container

Recycling: continuous lifting up to 50 lbs.; continuous bending

Refuse Collection: continuous pushing, pulling, and bending; continuous lifting up to 100 lbs.

Snow Plow Driver: continuous sitting for up to 16 hours, or longer if conditions warrant such; continuous high level of mental and physical alertness (such as hand-eye coordination) is required during plowing operations; continuous and repetitive pushing/operating plow controls; continuous use of accelerator/brake

Tar Kettle: continuous lifting up to 50 lbs.; occasional lifting up to 80 lbs. (block of tar) with assistance; occasional lifting up to 20 lbs. of barricades and traffic cones

Vac-All: continuous lifting up to 20 lbs. with ability to move Vac-All tube around in a hole; occasional lifting up to 100 lbs. with aides when lifting catch basins

- Ability to work nights, weekends, overtime, and at odd hours when emergency conditions require such duty and serve on occasional watch duty when assigned.
- Ability to withstand exposure to variable and unfavorable weather and working conditions including, but not limited to, temperature variations and extremes, odors, toxic agents, noise, vibrations, electrical current, vehicular traffic, and/or dust.

This position description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The City retains and reserves any or all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its judgment, to be proper.

SALARY: The West Allis resident hourly rate range is \$22.97 to \$24.80. The non-West Allis resident hourly rate range is \$22.53 to \$24.31.

BENEFITS: Benefits include vacation accrual upon date of hire based on the vacation schedule; a sickness disability benefit plan; twelve (12) paid holidays; eligibility for health insurance the first of the month following thirty (30) days of service with choice of a PPO Plan or High Deductible Health Plan (with optional participation in a Health Savings Account) – both plans are contributory and cover the employee and his/her family; fully paid dental insurance covering the employee and his/her family, with eligibility the first of the month following six (6) months of service; a dual pension system comprised of the Wisconsin Retirement Fund** and Federal Social Security (both of which are contributory); a fully paid life insurance program** with coverage in the amount of the employee's annual salary adjusted to the next highest one thousand dollars, with the option for additional coverage; an educational reimbursement plan for the pursuit of job related courses; and voluntary benefit programs consisting of Section 125: Flexible Benefits for Dependent Care and Medical Reimbursement, Section 457: Deferred Compensation, TreasuryDirect Payroll Savings Plan for Savings Bonds, Employee Assistance Program (EAP), and Employee Wellness Program.

**The Wisconsin Retirement Fund and Life Insurance Program benefits are provided according to plan guidelines of the State of Wisconsin Department of Employee Trust Funds.

EXAMINATION DATA: The first step in the selection process will be a review and evaluation of application materials to identify those candidates who appear to be better qualified in terms of training and experience as these relate to the duties and requirements of the position. Therefore, it is necessary that applicants provide clear and specific information when completing the application materials.

The examination will consist of a two (2) part performance skills test which will consist of (1) tasks to measure the agility, strength, and stamina of each examinee (weighted 20%), and (2) a Road Test designed to assess driving skills utilizing a 41,000 GVW Dump Truck or equivalent vehicle as provided by the City (weighted 50%). A representative number of examinees who receive a qualifying rating on BOTH tests (agility and road test) will be further evaluated based on training, work experience, interests, and personal fitness through an interview (weighted 30%). (NOTE: Examinees will be eliminated from competition if they fail to achieve a qualifying rating on any portion of the examination process.)

Applicants will be notified later as to the time and place of the performance skills test.

VETERAN'S POINTS: Honorably discharged war veterans who receive an overall qualifying rating will be awarded special credit points upon presentation of proper proof (Form DD-214) of military duty. This applies to open recruitment candidates only.

POST-OFFER DRUG TEST/PHYSICAL EXAM/PROBATIONARY PERIOD: Persons offered employment must pass a post-offer drug test and thorough physical examination as a condition of employment. The City of West Allis is an at-will employer. All appointments are subject to a probationary period of six (6) months; however, employment may be terminated at any time for any reason.

HOW TO APPLY: Application forms, available on the Intranet and at the Human Resources Department, Room 133, City Hall, 7525 West Greenfield Avenue, West Allis, Wisconsin, 53214, must be completed and ON FILE NO LATER THAN **5:00 P.M. MONDAY, APRIL 11, 2016.**

Please note: A job interest card may not be substituted for the application form. Visit our website at www.westalliswi.gov for further information on the City of West Allis.

The City of West Allis is an Equal Opportunity/Affirmative Action Employer and does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.

Upon reasonable notice the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City.

It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.

3-30-2016

15-16 (O) (P)

**SUPPLEMENTAL QUESTIONNAIRE
TRUCK DRIVER**

Thank you for your interest in the **Truck Driver** position with the City of West Allis' Department of Public Works/Engineering, Sanitation & Streets Division. All interested applicants are required to complete this *Supplemental Questionnaire* and return it with your application. The deadline to apply is **5 p.m., Monday, April 11, 2016**.

DIRECTIONS: answer each question by checking the appropriate box.

1. Do you possess a high school diploma or GED?
☐ Yes ☐ No
2. Do you have at least one year of recent paid work experience in the operation of trucks of 26,000 GVW or greater?
☐ Yes ☐ No
3. Do you possess a valid Wisconsin Commercial Driver's License (Class B,C,D with air brakes) at the time of application?
☐ Yes ☐ No
Do you possess a Class A license?
☐ Yes ☐ No
4. Do you possess a good driving record per City policy? (Refer to backside for details.)
☐ Yes ☐ No
5. Do you possess a Tanker (N) endorsement?
☐ Yes ☐ No
If you answered no, are you willing to obtain a Tanker (N) endorsement within six (6) months of appointment if hired?
☐ Yes ☐ No
6. Do you have recent paid work experience in performing manual labor?
☐ Yes ☐ No
7. Are you able to work nights, weekends, overtime, and at odd hours when emergency conditions require such duty and serve on occasional watch duty when assigned?
☐ Yes ☐ No
8. Are you able to withstand exposure to variable and unfavorable weather and working conditions including, but not limited to, temperature variations and extremes, odors, toxic agents, noise, vibrations, electrical current, vehicular traffic, and/or dust?
☐ Yes ☐ No
9. Are you able to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, and textures associated with job-related objects, materials, and tasks?
☐ Yes ☐ No

10. Do you possess the physical capacity to perform the duties of the position including, but not limited to, the ability to continuously stand, walk, bend, kneel, sit, climb, twist, stoop, crawl, squat, lift, reach, push, pull, enter and exit City truck, etc.?

☐ Yes

☐ No

11. Do you possess the physical capacity to perform heavy manual labor for extended periods of time (physical requirements are dependent upon work assigned) including, but not limited to, the duties generalized below.

☐ Yes

☐ No

- Asphalt Truck: continuous (8 hrs/day) medium lifting/shoveling; continuous walking
- Brush Collection/Yard Work: continuous light lifting; continuous walking
- Dump Truck Driver: occasional light lifting in the spreading of gravel; frequent, light lifting in removing small concrete pieces and excess ground
- Hook Truck: occasional very heavy pushing (100 lbs.+) when pushing open/closing the rear gate on the container
- Recycling: continuous medium lifting; continuous bending
- Refuse Collection: continuous pushing, pulling, and bending; continuous heavy lifting of carts
- Snow Plow Driver: continuous sitting for up to 16 hours, or longer if conditions warrant such; continuous high level of mental and physical alertness (such as hand-eye coordination) is required during plowing operations; continuous and repetitive pushing/operating plow controls; continuous use of accelerator/brake
- Tar Kettle: continuous, medium lifting; occasional heavy lifting (80 pound block of tar 2-3 times/day); occasional, light lifting of barricades and traffic cones
- Vac-All: continuous medium lifting with ability to move Vac-All tube around in a hole; occasional heavy lifting when lifting catch basins

ACTIVITY FREQUENCIES

Continuous	67 – 100% of workday
Frequent	34 – 66% of workday
Occasionally	1 - 33% of workday

DRIVING POLICY

A candidate's driving record will be reviewed according to the following standards. Failure to meet these standards may result in the rejection of the candidate:

- Must have no more than two moving violations in the last 18 months and no more than three moving violations within the last 36 months.
- No more than one chargeable accident within the last 18 months or more than two chargeable accidents within the past 36 months.
- No more than six (6) demerit points within the past 12 months.
- No driving under the influence (Wis. Stat. 346.63) or reckless driving (Wis. Stat. 346.62) convictions within the past five years.

The above-completed information is true to the best of my knowledge.

Signature of Applicant

Date Signed

Printed Name



APPLICATION FORM

ATTENTION APPLICANTS - PLEASE READ

Following are important points to know about the City of West Allis application process:

1. **Applications must be completed in full.** Applications not completed in full may be subject to disqualification.
2. A completed application form is required. You may supplement the application form with a resume; however, providing a resume does not exclude you from completing the application form in full.
3. It is to your advantage to be clear and thorough when completing the application, as it is the only means the City has of reviewing your qualifications for employment. We cannot assume more than what you tell us.
4. If you faxed or emailed your application, you still need to mail in or drop off the original in order to be considered for employment.
5. After all the applications are reviewed, the most qualified candidates will be invited to participate in other phases of the hiring process. All applicants are evaluated on job-related factors only.
6. If you will be unavailable (e.g., out of town) within the next 90 days, please indicate the dates you will not be available on the front section of the application form. Dates of unavailability will be reviewed to determine if any accommodations are feasible.
7. It is the policy of the City of West Allis to provide reasonable accommodations for qualified individuals with disabilities who are applicants for employment. If you are a qualified individual with a disability and need a reasonable accommodation in the testing or interview phase of our hiring process, please contact the Human Resources Department at (414) 302-8270 or e-mail jbarwick@westalliswi.gov at least 72 hours (i.e., three (3) work days) in advance. Each request for accommodation will be reviewed on a case-by-case basis and accommodated unless it is determined to be unreasonable.
8. If you are having problems completing the application form or have any questions or concerns, contact the Human Resources Department.

The City of West Allis is an Equal Opportunity/Affirmative Action Employer and does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.

Upon reasonable notice the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City.

It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.

(APPLICANT MAY RETAIN THIS PAGE)



Human Resources Department
7525 West Greenfield Avenue
West Allis, Wisconsin 53214

Exam No. _____

Telephone: 414-302-8270
Fax: 414-302-8275
www.westalliswi.gov

City of West Allis
An Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT

IMPORTANT: READ THE INSTRUCTIONS CAREFULLY BEFORE FILLING OUT YOUR APPLICATION. EXCEPT WHERE NOTED, ALL REQUESTED INFORMATION MUST BE FURNISHED. THE INFORMATION YOU GIVE WILL BE USED TO DETERMINE YOUR QUALIFICATIONS FOR EMPLOYMENT. PLEASE TYPE OR PRINT.

Dates of unavailability (If you are planning to be out-of-town within the next 90 days, please indicate the dates you will not be available):

Position applied for _____

Name _____
(LAST) (FIRST) (MIDDLE)

Social Security Number _____

Other names under which you have been legally known _____

Address _____
(STREET) (CITY) (STATE) (ZIP)

Phone Number: Home _____ Cell _____

E-Mail Address _____

Are you at least 18 years old? ☐ Yes ☐ No

Do you have the legal right to live and work in the United States? ☐ Yes ☐ No

Do you wish to have the information contained in your application materials remain confidential as permitted by law? ☐ Yes ☐ No

If the job requires use of a motor vehicle, do you have a valid Wisconsin Driver's License? ☐ Yes ☐ No

If the job requires use of a Commercial Driver's License (CDL), do you have a valid CDL? ☐ Yes ☐ No

List CDL classification(s) and/or endorsement(s) _____

MILITARY SERVICE:

Have you ever served in the U.S. Armed Forces, National Guard or Military Reserves? ☐ Yes ☐ No

Dates of Duty: From _____ To _____
MM / DD / YYYY MM / DD / YYYY

To receive credit for veteran's preference points, you will be required to provide a copy of your DD Form 214 upon request.

EDUCATION AND TRAINING:

<p>Do you have a High School Diploma?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Name of High School:</p> <p>_____</p> <p>City/State:</p> <p>_____</p>	<p>Do you have a GED?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>From Where:</p> <p>_____</p> <p>City/State:</p> <p>_____</p>	<p>If <u>no</u> High School Diploma or GED, indicate the highest grade or year completed (6, 7, 8, 9, 10, 11, 12):</p> <p>_____</p> <p>From Where:</p> <p>_____</p> <p>City/State:</p> <p>_____</p>
---	--	--

Training Beyond High School (Technical College, College, University, or other schools you have attended)

Name and Location	Graduated	Degree Conferred	Major
.....	<input type="checkbox"/> Yes <input type="checkbox"/> No		
.....	<input type="checkbox"/> Yes <input type="checkbox"/> No		
.....	<input type="checkbox"/> Yes <input type="checkbox"/> No		
.....	<input type="checkbox"/> Yes <input type="checkbox"/> No		

List any other education, training, license(s) and/or certificate(s) – be specific and include dates:

WORK HISTORY:

GIVE A COMPLETE RECORD OF ANY EMPLOYMENT, SELF-EMPLOYMENT, MILITARY SERVICE AND/OR VOLUNTEER WORK YOU HAVE HAD IN THE PAST 10 YEARS. Start with your current or most recent job. Indicate any change in job title under the same employer as a separate position. You may include positions beyond the 10-year period if they are related to the position for which you are applying. Although resumes are welcome, they may not be substituted for the information requested below.

PARENT OR MOST RECENT EMPLOYER	ADDRESS OF BUSINESS (STREET AND CITY)	KIND OF BUSINESS
YOUR TITLE	REASONS FOR LEAVING	NAME, TITLE & PHONE NO. OF SUPERVISOR
YOUR DUTIES 		FROM (MO. & YR.) TO (MO. & YR.)
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME (_____ HRS. PER _____)
		ACTUAL HOURLY RATE/SALARY STARTING ENDING
		\$ _____ PER _____ \$ _____ PER _____

PRESENT OR MOST RECENT EMPLOYER	ADDRESS OF BUSINESS (STREET AND CITY)	KIND OF BUSINESS	
YOUR TITLE	REASONS FOR LEAVING	NAME, TITLE & PHONE NO. OF SUPERVISOR	
YOUR DUTIES		FROM (MO. & YR.)	TO (MO. & YR.)
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME (_____ HRS. PER _____)	
		ACTUAL HOURLY RATE/SALARY STARTING ENDING \$ _____ PER _____ \$ _____ PER _____	
PRESENT OR MOST RECENT EMPLOYER	ADDRESS OF BUSINESS (STREET AND CITY)	KIND OF BUSINESS	
YOUR TITLE	REASONS FOR LEAVING	NAME, TITLE & PHONE NO. OF SUPERVISOR	
YOUR DUTIES		FROM (MO. & YR.)	TO (MO. & YR.)
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME (_____ HRS. PER _____)	
		ACTUAL HOURLY RATE/SALARY STARTING ENDING \$ _____ PER _____ \$ _____ PER _____	
PRESENT OR MOST RECENT EMPLOYER	ADDRESS OF BUSINESS (STREET AND CITY)	KIND OF BUSINESS	
YOUR TITLE	REASONS FOR LEAVING	NAME, TITLE & PHONE NO. OF SUPERVISOR	
YOUR DUTIES		FROM (MO. & YR.)	TO (MO. & YR.)
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME (_____ HRS. PER _____)	
		ACTUAL HOURLY RATE/SALARY STARTING ENDING \$ _____ PER _____ \$ _____ PER _____	
PRESENT OR MOST RECENT EMPLOYER	ADDRESS OF BUSINESS (STREET AND CITY)	KIND OF BUSINESS	
YOUR TITLE	REASONS FOR LEAVING	NAME, TITLE & PHONE NO. OF SUPERVISOR	
YOUR DUTIES		FROM (MO. & YR.)	TO (MO. & YR.)
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME (_____ HRS. PER _____)	
		ACTUAL HOURLY RATE/SALARY STARTING ENDING \$ _____ PER _____ \$ _____ PER _____	
PRESENT OR MOST RECENT EMPLOYER	ADDRESS OF BUSINESS (STREET AND CITY)	KIND OF BUSINESS	
YOUR TITLE	REASONS FOR LEAVING	NAME, TITLE & PHONE NO. OF SUPERVISOR	
YOUR DUTIES		FROM (MO. & YR.)	TO (MO. & YR.)
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME (_____ HRS. PER _____)	
		ACTUAL HOURLY RATE/SALARY STARTING ENDING \$ _____ PER _____ \$ _____ PER _____	
PRESENT OR MOST RECENT EMPLOYER	ADDRESS OF BUSINESS (STREET AND CITY)	KIND OF BUSINESS	
YOUR TITLE	REASONS FOR LEAVING	NAME, TITLE & PHONE NO. OF SUPERVISOR	
YOUR DUTIES		FROM (MO. & YR.)	TO (MO. & YR.)
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME (_____ HRS. PER _____)	
		ACTUAL HOURLY RATE/SALARY STARTING ENDING \$ _____ PER _____ \$ _____ PER _____	

Use a separate sheet to continue with any additional qualifying employment data, using same format as above.

If you were discharged for cause from any employment, state the details:

.....
.....

List any equipment, machines, tools, or computer software you are skilled in using:

.....
.....
.....

VIOLATIONS OF LAW: A Police background check may be conducted prior to a job offer.

Are you currently subject to a pending charge? ☐ Yes ☐ No

If yes, what is the pending charge?

Have you ever been convicted of operating a vehicle while intoxicated (OWI)? ☐ Yes ☐ No

Have you ever been convicted of any violations of law excluding minor traffic violations? ☐ Yes ☐ No

If you answered yes to either of the questions above, list and specify what you have been convicted of, date and location of conviction, and the penalty imposed:

.....
.....
.....

(The City, as a matter of explicit policy, does not use pending charges or convictions as the sole criteria in its employment decisions; they will be considered only if there is a substantial relationship to the circumstances of the particular job or if bondability is at issue.)

Have you applied with the City of West Allis before? ☐ Yes ☐ No If yes, for what position(s) and when?

.....

CERTIFICATION AND AGREEMENT

I certify that answers given by me to the foregoing questions and statements are true and complete to the best of my knowledge. I understand and agree that any misstatements or omissions herein subject me to disqualification or dismissal.

I authorize the City of West Allis to make such investigations and inquiries of my employment, character, qualifications, and medical history as may be necessary in arriving at an employment decision. I hereby release all employers, companies, schools or persons from all liability in responding to such inquiries made in connection with my application.

I further understand that in the event of employment by the City of West Allis, the City is an at-will employer and I may be terminated at any time for any reason.

(DATE) (SIGNATURE OF APPLICANT)

(FOR HR OFFICE USE ONLY)

Comments: _____



ADDITIONAL INFORMATION

This form **MUST** be returned with your application materials.

The City of West Allis is an Equal Opportunity/Affirmative Action Employer and does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status.

To help us comply with Federal/State Equal Employment Opportunity record keeping and other legal requirements, please answer questions below.

Position applied for _____ Social Security Number _____

Name _____
(LAST) (FIRST) (MIDDLE)

Completion of this part of the form is voluntary. The information you provide will not be used in the decision to hire. If you choose not to complete this section, proceed to the bottom of the form for your signature and date.

Sex: ☐ Male ☐ Female Birthdate ____/____/____
MM / DD / YYYY Age _____

Veteran Status: ☐ Veteran ☐ Non-Veteran ☐ Disabled Veteran, Disability Rating _____%

Ethnic Group:

- ☐ **Black** (Not of Hispanic Origin) – All persons having origins in any of the Black racial groups of Africa.
- ☐ **Asian or Pacific Islander** – All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- ☐ **American Indian or Alaskan Native** – All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- ☐ **Hispanic** – All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish Culture or origin, regardless of race.
- ☐ **White** (Not of Hispanic Origin) – All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Do you consider yourself to be disabled? ☐ Yes ☐ No

[A disabled individual is: any person who has a physical or mental impairment which substantially limits one or more of such person's major life activities, or has a record of such impairment or is regarded as having such impairment. Major life activities which might be substantially limited by such impairment include: walking, talking, or otherwise communicating, self-care, socialization, work training, employment, transportation or adaptation to housing (these are examples only).]

If yes, what is the disabling condition? _____

What limitations does this condition impose on major life activities? _____

How did you hear about this job? (Please specify where applicable.)

- | | | |
|---|---|--|
| <input type="checkbox"/> Milwaukee Journal/Sentinel | <input type="checkbox"/> Job Service | <input type="checkbox"/> School _____ |
| <input type="checkbox"/> Spanish Journal | <input type="checkbox"/> City Cable Channel | <input type="checkbox"/> Community/Minority Organization _____ |
| <input type="checkbox"/> City Website | <input type="checkbox"/> Bulletin Board/Walk-In | <input type="checkbox"/> Other Advertisement _____ |
| <input type="checkbox"/> Interest Card/E-Notify Me | <input type="checkbox"/> Employee | <input type="checkbox"/> Other Website _____ |
| <input type="checkbox"/> Job Hotline | <input type="checkbox"/> Word of Mouth | <input type="checkbox"/> Other _____ |

The above-completed information is true to the best of my knowledge:

(DATE)

(SIGNATURE)